Learning and Development
e-learning
Adults, Wellbeing and Health

User Guide – Ivy Courses

The following instructions are designed to help you to get started with your e-learning course. It covers all e-learning courses except Safeguarding Children, Mental Capacity Act, Deprivation of Liberty Safeguards and Food Hygiene (these courses work in a different way so have separate guides).

If you have any questions about the course you have been nominated for, or encounter any problems with it please do not hesitate to contact Learning and Development Team responsible for e-learning:

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Learning and Development
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User Guide – Ivy Courses

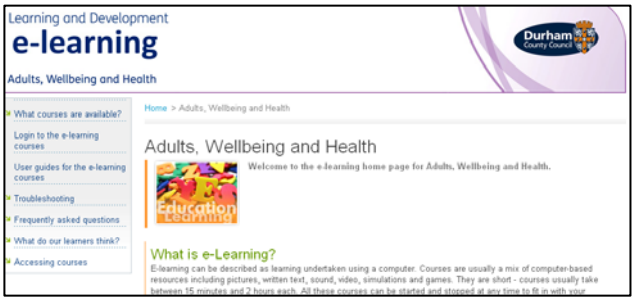
Open up internet explorer and enter the following in the address bar:

http://durhamgov.ivysoft.co.uk

Internet Explorer
Durham County Council e-Learning - Microsoft Internet Ex
File Edit View Favorites Tools Help
Back Search Favorites
Address http://durhamgov.ivysoft.co.uk/

Select 'Adults, Wellbeing and Health' from the menu

Select 'Login to the e-learning courses'

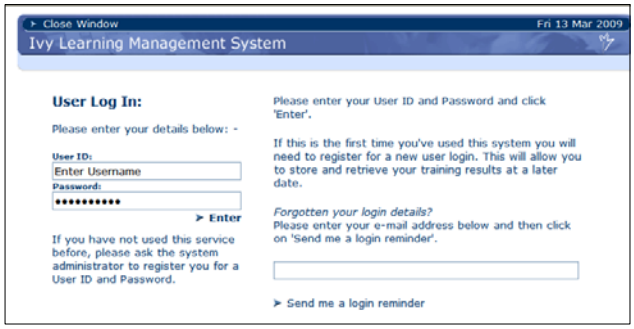


From the options displayed, select 'Login to the Ivy e-learning courses'

Learning and Development
e-learning
Adults, Wellbeing and Health
Login to the e-learning courses
Login to the Ivy e-learning courses
Login to the Safeguarding Children e-learning course
Login to the Mental Capacity Act or Deprivation of Liberty e-learning courses
Login to the IOSH Food Hygiene e-learning course

Click on the screen to continue

Enter your username and password where prompted and click 'Enter'

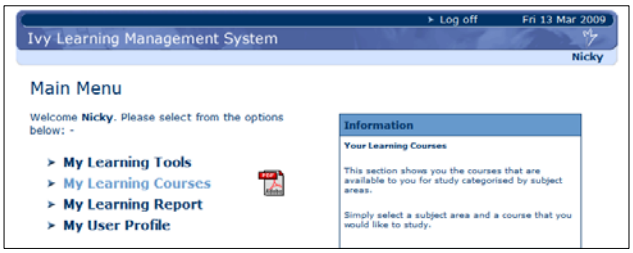

Close Window
Fri 13 Mar 2009
Ivy Learning Management System
User Log In:
Please enter your details below: -
User ID:
Enter Username
Password:
Enter
If you have not used this service before, please ask the system administrator to register you for a User ID and Password.
Please enter your User ID and Password and click 'Enter'.
If this is the first time you've used this system you will need to register for a new user login. This will allow you to store and retrieve your training results at a later date.
Forgotten your login details?
Please enter your e-mail address below and then click on 'Send me a login reminder'.
Send me a login reminder

Learning and Development

e-learning

Adults, Wellbeing and Health

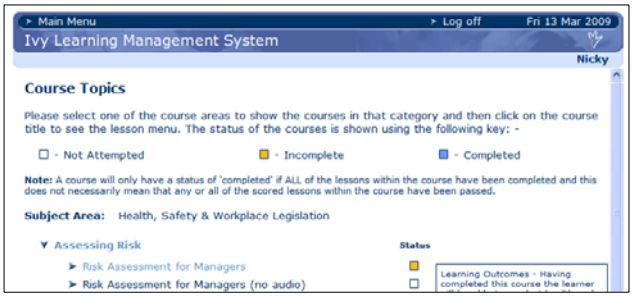
Select ‘My Learning Courses’


Log off
Fri 13 Mar 2009
Ivy Learning Management System
Nicky
Main Menu
Welcome Nicky. Please select from the options below: -
My Learning Tools
My Learning Courses
My Learning Report
My User Profile
Information
Your Learning Courses
This section shows you the courses that are available to you for study categorised by subject areas.
Simply select a subject area and a course that you would like to study.

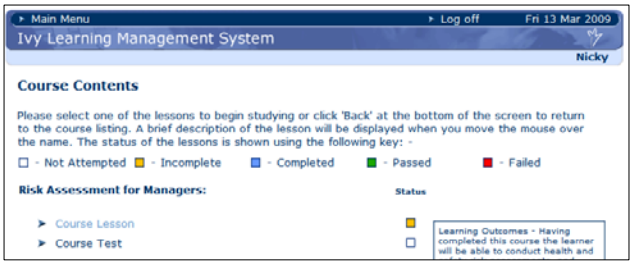
Select the subject you are interested in or have been requested to complete

Main Menu
Ivy Learning Management System
Course Subject Areas
Please select one of the subject areas to show the topics in that section
Health, Safety & Workplace Legislation
Health, Safety and Workplace Legislation
Human Relations
KnowledgeBank Desktop Applications Series

Select the course topic and then if you are given the option, select *either* the Audio or Non Audio version of the course, whichever you prefer. Please note headphones are available upon request


Main Menu
Log off
Fri 13 Mar 2009
Ivy Learning Management System
Nicky
Course Topics
Please select one of the course areas to show the courses in that category and then click on the course title to see the lesson menu. The status of the courses is shown using the following key: -
- Not Attempted
- Incomplete
- Completed
Note: A course will only have a status of 'completed' if ALL of the lessons within the course have been completed and this does not necessarily mean that any or all of the scored lessons within the course have been passed.
Subject Area: Health, Safety & Workplace Legislation
Assessing Risk
Status
Risk Assessment for Managers
Risk Assessment for Managers (no audio)
Learning Outcomes - Having completed this course the learner

Select ‘Course Lesson’


Main Menu
Log off
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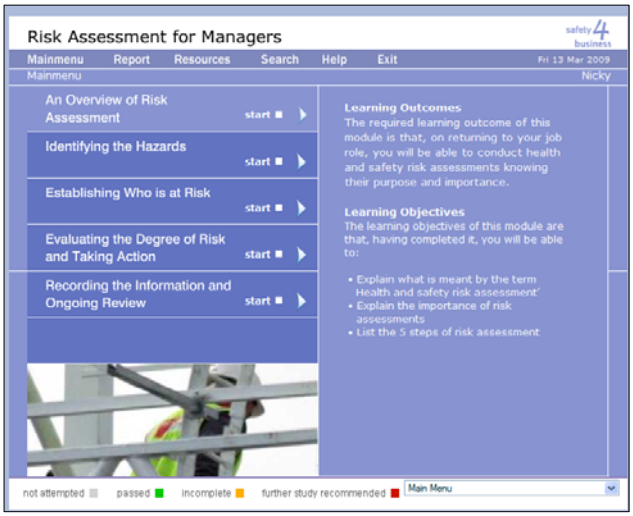
Ivy Learning Management System
Nicky
Course Contents
Please select one of the lessons to begin studying or click 'Back' at the bottom of the screen to return to the course listing. A brief description of the lesson will be displayed when you move the mouse over the name. The status of the lessons is shown using the following key: -
- Not Attempted
- Incomplete
- Completed
- Passed
- Failed
Risk Assessment for Managers:
Status
Course Lesson
Course Test
Learning Outcomes - Having completed this course the learner will be able to conduct health and

Click ‘Start’ to begin the course


Risk Assessment for Managers
safety 4 business
Mainmenu
Report
Resources
Search
Help
Exit
Fri 13 Mar 2009
Mainmenu
Nicky
An Overview of Risk Assessment
start
Identifying the Hazards
start
Establishing Who is at Risk
start
Evaluating the Degree of Risk and Taking Action
start
Recording the Information and Ongoing Review
start
Learning Outcomes
The required learning outcome of this module is that, on returning to your job role, you will be able to conduct health and safety risk assessments knowing their purpose and importance.
Learning Objectives
The learning objectives of this module are that, having completed it, you will be able to:
• Explain what is meant by the term 'Health and safety risk assessment'
• Explain the importance of risk assessments
• List the 5 steps of risk assessment
not attempted
passed
incomplete
further study recommended
Main Menu

Use the ‘Back’ and ‘Next’ buttons to move through the course